

Resilient Communities Program

Program Overview and Application Instructions



DIVISION OF
Disaster Recovery
& Mitigation

Building stronger communities



Agenda

- ▶ Program Overview
- ▶ Eligible Applicants/Activities
- ▶ Program Structure
- ▶ Application Process
- ▶ Application Requirements
- ▶ Application Review and Selection
- ▶ Grant Award



Program Overview

Objectives

Risk Reduction	Recovery	Protection	Technical Capacity
<p>Reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship by lessening the impact of future disasters.</p>	<p>Recover from the disaster impacts of Hurricane Ida.</p>	<p>Protect publicly funded recovery investments in impacted communities.</p>	<p>Expand awareness of FEMA's national Building Resilient Infrastructure in Communities Program (BRIC) within the state and help build the capacity of local governments to apply for funding through BRIC and/or other FEMA Hazard Mitigation Assistance programs.</p>

Resilient Communities Program

Policy Guidelines

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF DISASTER RECOVERY AND MITIGATION
Effective Date: 6/28/23



- ▶ Policy Guidelines can be found on the [Resilient Communities Webpage](#)
- ▶ Provides detailed description of the Resilient Communities Program.
 - ▶ Program Overview
 - ▶ Application and Priorities
 - ▶ Review and Selection Process
 - ▶ Grant Agreement
 - ▶ Requirements
 - ▶ Compliance and Monitoring
 - ▶ Grant Closeout

Resilient Communities Overview



- ▶ In response to Hurricane Ida, New Jersey Department of Community Affairs (DCA) is launching the Resilient Communities Program (RCP) to support development of resilient infrastructure designed to fortify communities against projected natural hazards.
- ▶ RCP will award competitive grants up to \$5 million to eligible jurisdictions throughout the Most Impacted and Distressed (MID) counties to complete hazard risk reduction and resiliency measures.
- ▶ Eligible applicants will be responsible for the implementation, operation, and maintenance of awarded projects, and subject to State and Federal rules guiding use of funds for this purpose.

Funding Source

CDBG-DR Funds

- ▶ The State of New Jersey was awarded \$377,575,000 in Community Development Block Grant-Disaster Recovery (CDBG-DR) funds appropriated by Congress for recovery from Hurricane Ida.

Action Plan

- ▶ New Jersey is using the grant to fund a range of programs, including housing, infrastructure, planning, and related services. More information about how the funding is being used can be found on the website in the State's CDBG-DR Action Plan.

RCP Funding

- ▶ Currently, the State is allocating \$54,000,000 from the Hurricane Ida CDBG-DR grant and an additional \$2,940,000 from the Hurricane Sandy CDBG-DR grant to the Resilient Communities Program.

Eligible Applicants/Activities

Eligible Applicants

Eligible applicants must be located within the Ida Most Impacted and Distressed (MID) Counties:

- ▶ Bergen
- ▶ Essex
- ▶ Gloucester
- ▶ Hudson
- ▶ Hunterdon
- ▶ Mercer
- ▶ Middlesex
- ▶ Morris
- ▶ Passaic
- ▶ Somerset
- ▶ Union
- ▶ Warren

Eligible Entities:

- ▶ Cities
- ▶ Townships
- ▶ Counties
- ▶ Special districts
- ▶ Federally recognized tribal governments

Each applicant entity is eligible to apply for no more than one (1) distinct project.

****Exceptions to this will be made for multi-jurisdiction applications.***



Ineligible Applicants

Homeowners, businesses, and nonprofits cannot apply directly to RCP; however, they may partner with an eligible entity in their area to assist in developing an application that reflects their priorities for mitigation.

Eligible Activities

MITIGATION TIE-BACK

- ▶ RCP projects must address hazard mitigation needs in the MID counties identified within the Mitigation Needs Assessment in the CDBG-DR Action Plan.
- ▶ Activities must meet HUD's definition of mitigation:
 - ▶ Activities that increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship by lessening the impact of future disasters.

NATIONAL OBJECTIVE

Each Activity must meet one of HUD's National Objectives of benefiting LMI persons or households or addressing an urgent need. Criteria for meeting national objectives is described in the application materials.

The State is required to ensure that over 70% of its CDBG-DR grant benefits low- or moderate-income people.

Eligible Activities

At a minimum, projects proposed under RCP must:

- ▶ Be technically feasible and effective at reducing hazard risks.
- ▶ Be designed to increase resilience and reduce the risk of injuries, loss of life, and damage and destruction of property, including critical services and facilities.
- ▶ Solve a problem independently or constitute a functional portion of a long-term solution for which there is assurance that the project will be completed or there is a reasonable plan and available funding for completion.
- ▶ Conform with all applicable environmental planning and historic preservation laws, regulations, executive orders, and policies.
- ▶ Conform with all applicable State, federal, tribal, and local floodplain and land use laws and regulations.
- ▶ Conform with the latest published editions of relevant consensus-based codes, specifications, and standards that incorporate the latest hazard-resistant designs.
- ▶ Comply with the Federal Flood Risk Management Standard.
- ▶ Not have started construction work.
- ▶ Be CDBG-eligible activities under Title I of the HCDA or otherwise eligible pursuant to a waiver or alternative requirement.



Eligible Activities

Examples of eligible activities may include but are not limited to:

- ▶ Property acquisition and demolition
- ▶ Structure elevation
- ▶ Construction or reconstruction of infrastructure
- ▶ Installation of public works, facilities
- ▶ Structural retrofitting
- ▶ Infrastructure retrofits
- ▶ Site or other improvements
- ▶ Dry floodproofing

Ineligible Costs

The following activities are generally ineligible unless authorized specifically under special provisions of § 570.203:

- ▶ Purchase of equipment.
- ▶ Operating and maintenance expenses.

Specific to this program, the following activities are ineligible:

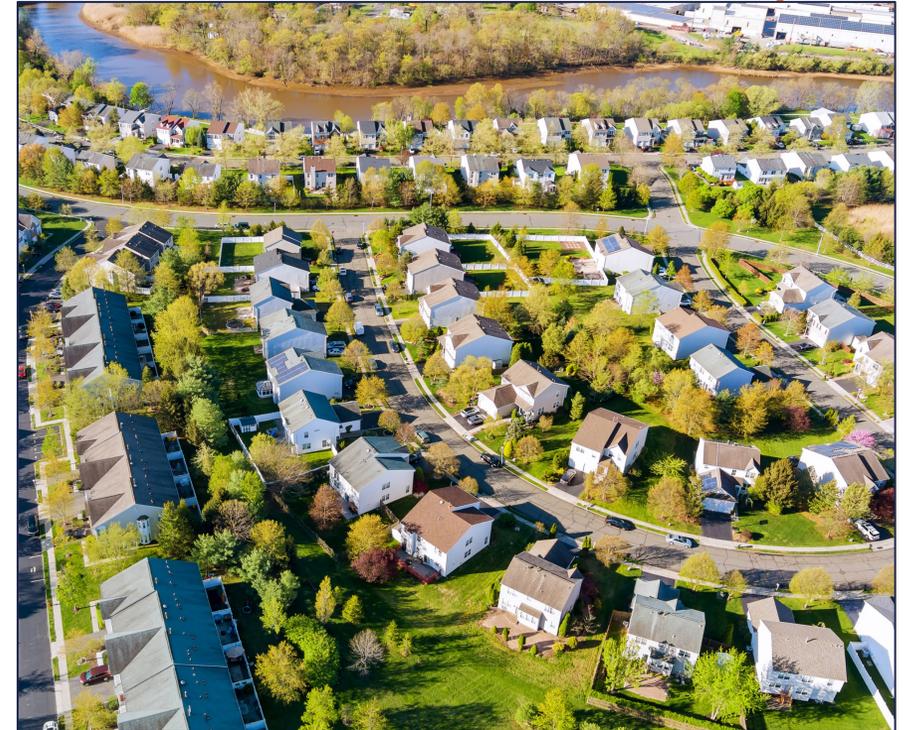
- ▶ Costs associated with pre-award activities and pre-award project planning, including project design, project scoping, site plans, or environmental review undertaken prior to grant execution.
- ▶ Land use or comprehensive planning that does not explicitly contribute to the completion of the infrastructure project proposed, generally described under the HCDA Section 105(a)(12).
- ▶ Upgrades beyond those determined necessary
- ▶ Costs not directly attributable to the project's construction
- ▶ Cost of supplies, equipment, or labor beyond market rate or rates otherwise required by law.
- ▶ Change in scope beyond the funding availability.

A fully detailed list of ineligible activities and their descriptions can be found in the 24 CFR § 570.207, unless waived by HUD, and is applicable to this funding.

Program Structure

Funding Mechanism

- ▶ CDBG-DR funds are appropriated by Congress and administered by the Department of Housing and Urban Development (HUD).
- ▶ HUD allocated this grant to the State of New Jersey for recovery from Hurricane Ida, which is providing funding to support the Resilient Communities Program.
- ▶ Funding will be awarded competitively to applicant entities within MID area.
- ▶ Jurisdictions awarded funds will enter a subrecipient agreement with the State and will be subject to all applicable Federal, State and Local rules and requirements.
- ▶ Subrecipients receive funding on a cost reimbursement basis upon the terms identified in the grant agreement.
- ▶ Subrecipients must verify all costs before submitting invoices to DCA for reimbursement and provide all required reporting and supporting documentation (i.e., grant agreements, contracts and procurement files, program files) requested by DCA.



Budget

Assessment

- ▶ All activities reflected in the Application budget and subsequently funded must meet the program's assessment of reasonable and necessary work.

Budget

- ▶ The subrecipient's budget must provide a comprehensive picture of RCP funds, local funds, any committed sources outside of RCP for the project.

Award Adjustment

- ▶ DCA maintains the right to adjust award amounts independent of the budget submitted by applicants during the competition and agreed upon within the final executed grant agreement.

Duplication of Benefits (DOB)



- ▶ The Stafford Act is Federal law that provides requirements for CDBG-DR funds. It prohibits any entity from receiving duplicative financial assistance for the same disaster recovery purpose from multiple sources.
- ▶ Subrecipients of this program must ensure the RCP grant funds do not duplicate support from other Federal, state, and local sources. RCP funds, therefore, can supplement other sources of funding for a project but cannot supplant other sources. RCP funds that are found to duplicate other sources will be recaptured by DCA.
- ▶ To ensure there is no DOB, DCA requires applicants to disclose all other benefits (e.g., cash, in-kind, grants, loans) received, or which will be received for the proposed project. Subrecipients will certify that RCP funds will not duplicate other assistance and will provide timely and ongoing updates to DCA about additional funds received for the same purpose as the funded project.
- ▶ Determination of the duplication of benefits (DOB) will be completed by DCA following its Duplication of Benefits Policy 2.10.73.

State and Federal Requirements

Any entity awarded under this NOFA must agree to comply with all applicable federal, state, and municipal laws, rules, and regulations, as applicable to the activities related to the performance under the CDBG-DR grant.

- ▶ Registered with:
 - ▶ Federal System of Award Management (SAM)
 - ▶ NJ Start
- ▶ Single Audit
- ▶ Conflict of Interest
- ▶ Federal Civil Rights Act and Fair Housing Act requirements
- ▶ Prevention of Fraud, Waste, and Abuse
- ▶ Reporting Requirements (Section 3, Davis Bacon, Financial, Resilience Performance)



Environmental Review



- ▶ Recipients of RCP must comply with all applicable environmental rules.
- ▶ Each RCP recipient must complete an environmental review (ER) that is approved by DCA before construction can begin.
- ▶ Applicants need not start the environmental review process until grant agreement execution but are encouraged to begin earlier if local resources permit (Pre-award activities are not eligible for reimbursement).
- ▶ Prior to receiving approval of the ER, RCP recipients are prohibited from engaging in choice-limiting actions, including acquisition, demolition, bidding and construction activities that may commit the applicant to a project design not ultimately acceptable.
- ▶ Typically, an ERR can be initiated once a plan reaches 30 percent design.
- ▶ Once an ER is approved, DCA will issue a Notice to Proceed, permitting activities to continue.

Of note: Once an application is submitted, applicants are prohibited from initiating choice-limiting actions.

Application Process

Application Process and Schedule

Event	Date
Program Launch (NOFA and Application Materials)	June 28, 2023
Instructional Application Webinar Available	July 21, 2023
Question and Answer Period	June 28, 2023 - September 29, 2023
Application Due	December 15, 2023
Anticipated award(s) Announced	April 15, 2024
Contract(s) Executed	Starting July 26, 2024

Applicant Registration

The screenshot shows the DCA Department of Community Affairs website. The header includes the DCA logo and navigation links: Home, About, Codes & Standards, Fire Safety, Housing & Community Resources, Local Government Services, Local Planning Services, and Disaster Recovery & Mitigation. The breadcrumb trail reads: Home > Disaster Recovery & Mitigation > Programs > Hurricane Ida Recovery Programs. The main heading is "Resilient Communities Program".

The Resilient Communities Program (RCP) is a competitive grant program designed to fund unmet recovery and mitigation needs for public infrastructure projects that will help HUD-identified and State-identified "most impacted and distressed" (MID) areas become more resilient to current and future flood-related natural hazards. Eligible applicants will be responsible for the implementation, operation, and maintenance of awarded projects.

The State has modeled this program on FEMA's Building Resilient Infrastructure in Communities (BRIC) program, a federal program that awards funds nationally through an annual competition. The purpose of aligning RCP with BRIC is to assist applicants in developing the knowledge and skill set to plan, scope, and use cost-effective methods for resilient infrastructure projects.

Application Period
June 28, 2023 – December 15, 2023

Complete the application registration to be redirected to the application page. Please complete one registration for each project.

[Application Registration](#)

- ▶ Interested Communities that are eligible to apply, must first register on the Program Website:

<https://www.nj.gov/dca/ddrm/programs/ida/infrastructure.shtml>

- ▶ The Registration Page provides access to:
 - ▶ NOFA
 - ▶ Application Form
 - ▶ Supplemental Application Materials
- ▶ All applications must be submitted to ResilientCommunities@dca.nj.gov by 11:59PM EST on December 15, 2023

Notice of Funding Availability (NOFA)

Additional information about the program and how to apply can be found in the NOFA on the applicant landing page, once registration is complete.

- ▶ Program Overview
- ▶ Eligibility
- ▶ Schedule
- ▶ Project Requirements
- ▶ Application Instructions and Guidance
- ▶ Scoring Process and Criteria



2023

RESILIENT COMMUNITIES PROGRAM Notice of Funding Availability (NOFA)

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF DISASTER RECOVERY AND MITIGATION

Application Deadline: December 15, 2023
Program Contact: ResilientCommunities@dca.nj.gov

Project Priorities

Projects will be assessed based on the degree to which the application meets certain program priorities.

- ▶ Mitigates the risk to public infrastructure, people, and property
- ▶ Protects and benefits disadvantaged communities
- ▶ Cost-effective solution to natural hazard risk(s)
- ▶ Promotes resiliency as well as social, environmental, and economic outcomes
- ▶ Considers climate change and future conditions
- ▶ Leverages federal, state, and local partnerships
- ▶ Public input and meaningful stakeholder engagement
- ▶ Budget and timeframe feasibility
- ▶ Incorporates nature-based solutions
- ▶ Project scope generated from previous resilience planning awards.
- ▶ Project is ready for construction



Scoring Criteria Overview

Category	Total Points (up to 190)
1. Cost-Effectiveness	Up to 35
2. Implementation Measures	Up to 30
3. Population Impacted	Up to 25
4. Incorporation of nature-based solutions	Up to 20
5. Risk Reduction/Resilience Effectiveness	Up to 20
6. Climate Change and Other Future Conditions	Up to 20
7. Community Engagement and Outreach	Up to 15
8. Mitigates Risk to Critical Infrastructure	Up to 10
9. Leveraging Partnerships	Up to 5
10. Generated from previous award	Up to 5
11. Project Status	Up to 5

RCP Scoring Criteria Description

Score Criteria	Description
Cost-effectiveness (35 pts.)	Assessment of the effectiveness of the project at protecting community and critical infrastructure relative to its cost. The analysis is based on other established Federal benefit-cost analysis methods. Application Requirement: Cost-effectiveness Worksheet
Implementation Measures (30 pts.)	Assessment of capacity to manage project costs and schedule, capacity of technical and managerial staff, and quality control and compliance processes. Application Requirement: Implementation Plan Worksheet
Population Impacted (25 pts.)	Assessment of community-wide benefits, positive impacts to any disadvantaged populations, and how the proposed project benefits a disadvantaged community. Application Requirement: Written Response, Social Vulnerability Index Worksheet
Nature-based solutions (20 pts)	Project incorporates one or more nature-based solutions, which are sustainable environmental management practices that restore, mimic, and/or enhance nature and natural systems or processes and support natural hazard risk mitigation. Examples include restoration of rivers, floodplains, wetlands, and reefs; living shorelines; and bioretention systems. Application Requirement: Written Response

RCP Scoring Criteria Description

Score Criteria	Description
Risk Reduction (20 pts.)	Assessment of how and to what extent the project will reduce hazard risk to the community, including both quantitative and qualitative outcomes. Application Requirement: Written Response
Climate Change and Future Conditions (20 pts.)	Assessment of how the project will enhance climate adaption, responds to the effects of climate change and other future conditions. Application Requirement: Written Response
Community Engagement and Outreach (15 pts.)	Assessment of the outreach strategy used to garner feedback from the whole community, especially disadvantaged communities, on the project to advance hazard mitigation, and how stakeholder input will continue to be used to help direct project execution. Application Requirement: Written Response
Mitigates Risk to Critical Infrastructure (10 pts)	Assessment of how the project mitigates natural hazard risk to critical physical structures, facilities, and systems that provide support to a community, its population, and its economy. Application Requirement: Written Response

RCP Scoring Criteria Description

Score Criteria	Description
Partnerships (5 pts.)	<p>Assessment of how well the applicant incorporates partnerships with other entities (including neighboring communities, government, private, and non-profit partners) into the project. This includes describing anticipated outcomes of partnerships to the community, especially disadvantaged communities.</p> <p>Application Requirement: Written Response, Implementation Plan, and Budget</p>
Previous Planning Award (5 pts.)	<p>Demonstration the application project was generated from an eligible planning program funded through the state or federal government.</p> <p>Application Requirement: Written Response and Supporting Documentation</p>
Project Status (5 pts.)	<p>Demonstration that the project is “shovel-ready,” i.e. when planning and engineering is advanced enough that, with sufficient funding, construction can begin soon.</p> <p>Application Requirement: Written Response and Supporting Documentation</p>

Application Requirements

Application Requirements



- ▶ Application Form
- ▶ Cost Effectiveness Worksheet
- ▶ Budget Worksheet
- ▶ Implementation Plan
- ▶ Low- Moderate-Income Area Worksheet*
- ▶ Social Vulnerability Index Worksheet*
- ▶ Supporting Documentation
 - ▶ Project Site Map(s)
 - ▶ Public Hearing Documents
 - ▶ Planning Award Documents*
 - ▶ Project Status Documents*

*If applicable to the applicant, project, or service area.

Application Form

Section A: Applicant Information

Written Response

Section A: Applicant Information

The information captured in this section will be used to communicate with the applicant's point of contact throughout the application process.

Applicant (Government Entity)

Project Title

Total Project Cost (all funding sources) \$

Total Requested Amount \$

Site Address (if no address is available, enter site coordinates or provide a brief description)

Federal Employer ID Number (FEIN)

SAM Unique Entity Number

NJ Start Number

Primary Point of Contact Name

Primary Point of Contact Title

Primary Point of Contact Phone Number

Primary Point of Contact Email Address

Primary Point of Contact Mailing Address

Secondary Point of Contact Name

Secondary Point of Contact Title

Secondary Point of Contact Phone Number

Secondary Point of Contact Email Address

Secondary Point of Contact Mailing Address

Applicants to RCP must also be a party to a current, FEMA-approved local, tribal, or multi-jurisdictional Hazard Mitigation Plan. Please list any current Hazard Mitigation Plan the applicant jurisdiction is part of that covers the area benefiting from this project.

Other relevant applicant information

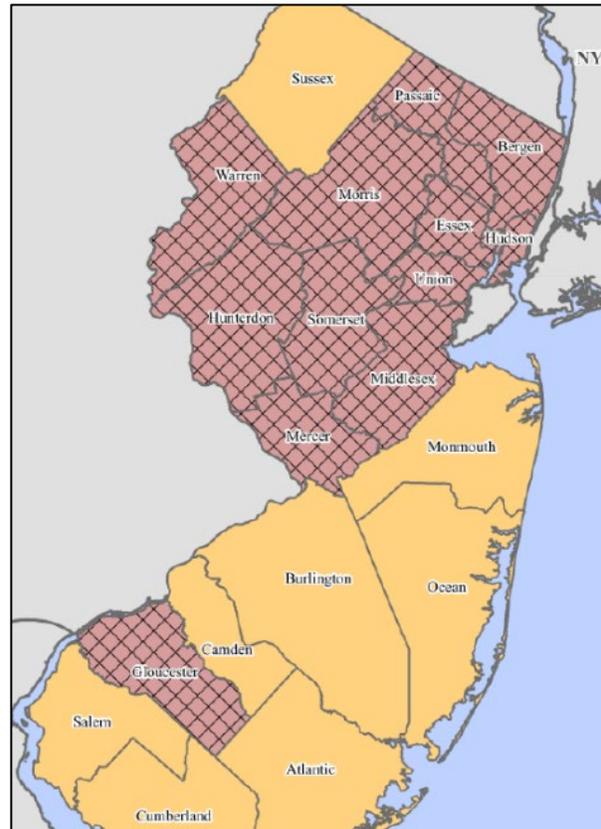
Application Form

Section B: Threshold Requirements – MID County

Checked Response

Eligible Most Impacted and Distressed (MID) Counties

Projects must benefit a community within one or more counties designated as impacted by Hurricane Ida.



- ▶ Bergen
- ▶ Essex
- ▶ Hudson
- ▶ Middlesex
- ▶ Passaic
- ▶ Somerset
- ▶ Union
- ▶ Gloucester
- ▶ Hunterdon
- ▶ Mercer
- ▶ Morris
- ▶ Warren

Application Form

Section B: Threshold Requirements – National Objective

Checked Response
LMA Worksheet (if
applicable)

NATIONAL OBJECTIVE

Projects must meet one of HUD's National Objectives:

- ▶ **Low/Mod Area Benefit (LMA):** Project service area contains over 51% low- to moderate-income persons (Refer to LMA Worksheet to document LMA criteria, covered after the Application Form)

Requirement: Complete the Supplemental LMA Worksheet. Guidance on completing the LMA Worksheet will be covered later in this webinar.

- ▶ **Low/Mod Limited Clientele (LMC):** Activities provide benefits to a specific group of vulnerable persons rather than everyone in an area generally.

Requirement: Complete the written response describing target population.

- ▶ **Urgent Need (UN):** Activities respond to a serious need resulting from the recent disaster, alleviates conditions that pose a serious, immediate threat to the health or welfare of the community.

Requirement: Complete the written response describing activity.

Note: Due to requirements HUD has placed on New Jersey's CDBG-DR grant, LMA/LMC projects will receive priority over those that meet the Urgent Need National Objective.

Application Form

Section B: Threshold Requirements – Public Notice

Checked Response
Hearing Documentation

PUBLIC NOTICE REQUIREMENTS

Public Hearing:

- ▶ Both HUD and New Jersey's Citizen Participation Plan for the CDBG-DR grant require local subrecipients to hold a minimum of one public live public hearing prior to submitting an application to the state. Applicants to RCP must hold the hearing and allow for a 14-day public comment period prior to the December 15, 2023 application deadline.
- ▶ Notification of the public meeting should be posted in a newspaper of general circulation and on the applicant's website at least 5 days prior to the meeting.
- ▶ Hearings must cover:
 - ▶ Community development and housing needs (including for LMI populations) and how the potential activity will address that need.
 - ▶ When the application will be submitted, requested amount of funds, location of the project, and the comment period.
- ▶ Submit copy of public meeting notice published at least 5 days prior to the meeting, meeting sign-in sheets and meeting minutes. Documentation of public engagement, solicitation of feedback, and any public comments received must be submitted with the application and will also factor into the application's final score.

Application Form

Section C: Project Summary

Written Response

High-level overview of the project

- ▶ Description of project activities
- ▶ Necessary Acquisitions or Easements
- ▶ Tie-back: Responding to unmet to disaster-related risks and impacts or projected hazard risks.
- ▶ Project Goals and Anticipated Outcomes
- ▶ Ancillary Benefits (Social, Economic, Environmental)

Application Form

Section D: Cost-Effectiveness

Cost-effectiveness Worksheet

- ▶ Applicants are required to complete the [Cost-effectiveness Worksheet](#).
- ▶ The worksheet establishes a standard method for all applicants to document costs and benefits and ensure that RCP projects will reduce risk to people and communities in ways that are cost-effective
- ▶ To complete a successful project application, a minimum amount of technical information is required for reviewers to evaluate high-level project cost-effectiveness, which requires input from the applicant's project engineers.
- ▶ Guidance on completing the Cost-effectiveness Worksheet will be covered later in this webinar and in a separate instructional video.

Application Form

Section E: Implementation Measures

Implementation Plan Worksheet

Proper implementation requires that applicants ensure the human capital and financial resources needed to complete the project are in place and develop a realistic timetable.

- ▶ Management of costs and schedule
- ▶ Project implementation capacity and planning
- ▶ Technical and managerial staff and resources
- ▶ Procedures to ensure quality control and compliance with all requirements

Guidance on completing the Implementation Plan Worksheet will be covered later in this webinar and in a separate instructional video.

Application Form

Section F: Population Impacted

Written Response
SVI Worksheet

Population impacted – Written response describe community-wide benefits, impacts to disadvantaged communities, and specifically how the project was designed with disadvantaged and/or vulnerable populations in mind.

Social Vulnerability Index (SVI) – Applicants are required to complete the Social Vulnerability Index (SVI) Worksheet in order to receive additional points for serving area with 0.6 SVI or higher.

The Social Vulnerability Index uses U.S. Census data to determine the relative social vulnerability of every census tract. The SVI ranks each tract on 14 social factors and groups them into four related themes. Each tract receives an overall ranking of vulnerability based on the census data, which can be found on the CDC website.

Guidance on completing the SVI Worksheet will be covered later in this webinar and in a separate instructional video.

Application Form

Section G: Nature-Based Solutions

Written Response

This program prioritizes projects that seek to incorporate nature-based solutions into design, which are ***sustainable environmental management practices that restore, mimic, and/or enhance nature and natural systems or processes and support natural hazard risk mitigation.***

Applicants will provide written description of how the project includes nature-based solutions or design elements, if applicable.

- ▶ Describe the strategy
- ▶ How the project relies on the nature-based approach
- ▶ How the nature-based approach contributes to the anticipated outcomes of the project on
 - ▶ Hazard mitigation
 - ▶ Economic
 - ▶ Social
 - ▶ Environmental efforts

Application Form

Section H: Risk Reduction Resilience Effectiveness

Written Response

Written response describing how and to what extent the project will reduce hazard risk to the community, including both quantitative and qualitative outcomes.

Describe value to the community that the proposed activity adds in the short term during normal circumstances, as well as how the project will enhance resilience in the long term and during natural disasters.

Application Form

Section I: Climate Change and Other Future Conditions

Written Response

Written response describing how the project enhances climate adaptation, responds to the effects of climate change, and responds to the effects of other future conditions (i.e., population/demographic, land use).

Responses must include documentation of sources of information and data used to inform design of project.

Application Form

Section J: Community Engagement and Outreach

Written Response

Applicants must implement an outreach strategy and/or supporting activities that help bring legitimacy to the project and gain feedback from the community.

In addition to the Public Hearing required as part of the application, Applicants will describe the community planning processes leveraged, the stakeholders involved (including those from disadvantaged communities), and how this input is being used in design and execution of the project.

Application Form

Section K: Mitigates Risk to Critical Infrastructure

Written Response

Describe how the project mitigates natural hazard risk to critical physical structures, facilities, and systems that provide support to a community, its population, and its economy.

Responses should clearly describe the link between the specific outputs of the project scope and the anticipated risk reduction to critical infrastructure.

Application Form

Section L: Leveraging Partnerships

Written Response
Budget Worksheet
Implementation Plan

Leveraging partnerships provides applicants the complementary strength and flexibility in project execution from neighboring communities, states, federal government, and nonprofit/private partners.

Describe the partners that the applicant plans to work with and their role(s) in the project. Explain how the partners will contribute to project implementation (including funding commitments) and the anticipated benefits of these partnerships.

Application Form

Section M: Generated from Previous Planning Award

Checked Response
Written Response
Planning Documentation

RCP is recognizing project concepts developed through formal planning programs. Communities applying for funding for projects plans developed through such programs will:

- ▶ Demonstrate that the application was generated from a planning award:
 - ▶ FEMA HMA Project Scoping Award
 - ▶ BRIC Non-Financial Direct Technical Assistance
 - ▶ Resilient NJ
 - ▶ Other state/federal grant planning award
- ▶ Indicate the anticipated or actual date of plan completion for this prior award.
- ▶ Describe the deliverable(s) for the previous award and explain the link between that prior award and the proposed project.

Application Form

Section N: Project Status

Checked response
Written Description
Project Plan Documentation

RCP recognizes projects that are “shovel ready.” A project is considered shovel ready when planning and engineering is advanced enough that, with sufficient funding, construction can begin within a short time.

Note: All projects awarded funding through this program must undergo an Environmental Review that is compliant with HUD and New Jersey law and receive a Notice to Proceed prior to initiating choice-limiting actions.

Applicants can demonstrate that a project is shovel ready by providing a detailed description on the status of the project in the Application Form and attaching supporting documentation.

Application Form

Section O: Acknowledgements and Certifications

Signature Certification

Applications must be signed and dated to be complete, certifying the following:

- ▶ Resilient Communities Program (RCP) is voluntary in nature.
- ▶ Applicants may withdraw at any point up to and including executing the grant agreement.
- ▶ Information provided in the application is accurate.
- ▶ Environmental review must be completed before a Notice to Proceed on choice-limiting actions can be issued or construction can begin. **Once an application is submitted, choice-limiting actions as defined in 24 CFR 58.22 are prohibited until the environmental review is approved by NJ DCA.**
- ▶ Budget includes **all** financial assistance received or expected to date.

Attachments: Cost Effectiveness Worksheet

Resilient Communities Program Cost-Effectiveness Worksheet



Section 1 – Project General Information

Applicant Name:	
Project Name:	
Total Project Cost*:	
Structures Mitigated (select all that apply):	
<input type="checkbox"/> Critical Facility (Hospital, Police, Fire)	<input type="checkbox"/> Roads and Bridges
<input type="checkbox"/> Critical Facility (Other)**	<input type="checkbox"/> Residential Homes
<input type="checkbox"/> Utility (Water, Wastewater, Electrical, IT/Communications)	

The details provided within this worksheet should reflect the best available information and may require consultation with project engineers or specialists.

Applicants must provide the source(s) Title and Contact Person of information used to complete the worksheet (actual source documentation should be maintained and provided upon request).

Structures that should be identified in this worksheet include:

- ▶ Critical community infrastructure or facilities (hospital, fire/police stations)
- ▶ Critical utility facilities and/or infrastructure (water, electricity, communications)
- ▶ Roads and Bridges
- ▶ Housing Units (area estimates are appropriate)
- ▶ Other critical facilities

Attachments: Budget Worksheet

PURPOSE

All applicants must describe the budget for their proposed project.

The budget demonstrates that the project is cost reasonable, can be feasibly completed at cost, and CDBG-DR funds are not being duplicated with other funding for the same purpose.

- ▶ All anticipated costs by category
- ▶ Each activity subtask includes space to describe funding sources, purpose, and justification.
- ▶ All sources of funds including RCP, local funds, and any other committed sources
- ▶ Budget must include funding for ongoing operation and maintenance after project completion, which grantees must certify they can fund and which is not an eligible expense of CDBG-DR/RCP funds.
- ▶ Total Assistance Received / Expected Table provides space to identify all sources of funds, and purpose, to determine if there is a duplication of benefits.

Project Budget					
Applicant Name		S			
Project Title					
Point of Contact Name/Title					
Point of Contact Phone Number					
Point of Contact Email Address					
					
Project		Budget			
Description	RCP Funds Requested	Leverage Funds and Partnerships	Source of External Funds	Project Cost	Justification
Example: Design Procurement	\$150,000.00	\$150,000.00	Local stormwater revenue bond	\$300,000.00	Contracting with engineer/architect for project design/drawings
Design/Planning*	\$0.00	\$0.00		\$0.00	
Drawings/Blueprints				\$0.00	
Surveys				\$0.00	
Testing				\$0.00	
Environmental Review				\$0.00	
Site Plan				\$0.00	
Public outreach/Meetings				\$0.00	
Land Acquisitions				\$0.00	
				\$0.00	
				\$0.00	
Permitting	\$0.00	\$0.00		\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
Construction	\$0.00	\$0.00		\$0.00	
Construction Management				\$0.00	
General Contractor				\$0.00	
Bonding/Insurance				\$0.00	
Development of Bidding Documents				\$0.00	

Attachments: Implementation Plan

Resilient Communities Program
Implementation Plan Worksheet



Project Duration

Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)
----------------------------	--------------------------

Milestones and Tasks (List in Chronological Order)

Please provide details about each of the project's individual activities (or tasks).

Milestone 1: Planning and Preconstruction

Activity Number	Activity Title	Start	End	Duration (Days)	Staff Responsible
Example	Environmental Review	1/15/24	6/15/24	180	John Doe
Task 1.1					
Task 1.2					
Task 1.3					
Task 1.4					
Task 1.5					
Task 1.6					
Task 1.7					
Task 1.8					
Task 1.9					
Task 1.10					

PURPOSE

Applicant entities must provide clear evidence of their ability to implement the project on time and within budget.

Applicants must complete each section of this Implementation Plan Worksheet, broken out into the following sections:

- ▶ Project Overview
- ▶ Milestones and Tasks
- ▶ Current and Anticipated Staffing
- ▶ Partners
- ▶ Monitoring/Quality Control Mechanisms

Attachments: LMA Worksheet

Resilient Communities Program Low- Moderate-Income Area Worksheet



Low- or Moderate-Income Area Benefit				
Applicant Name				
Project Title				
A. County Name	B. Block Group	C. Census Tract	D. Lowmod Pop	E. Lowmoduniv Pop
Ex. Middlesex	3	1234	5,356	12,789
Total Sum of all Low Mod Persons in All Selected Areas (Sum of all of Column D: Lowmod Pop)				
Total Sum of all Persons with the potential for being deemed Low-, Moderate- and Middle-income in Selected Areas (Sum of all of Column E: LowModUnivPop)				
LMA Beneficiary Count (Divide Total Sum of all Low Mod Persons in Selected Areas by Sum of all Persons with the potential for being deemed Low- Moderate and Middle-Income in Selected Areas).				
LMA Beneficiary Percentage for Proposed Project (Multiply LMA Beneficiary Count by 100)				

PURPOSE

To use Census tract data to demonstrate LMA as the project National Objective, you must first determine the benefitting area and then complete the LMA Worksheet and submit with your application.

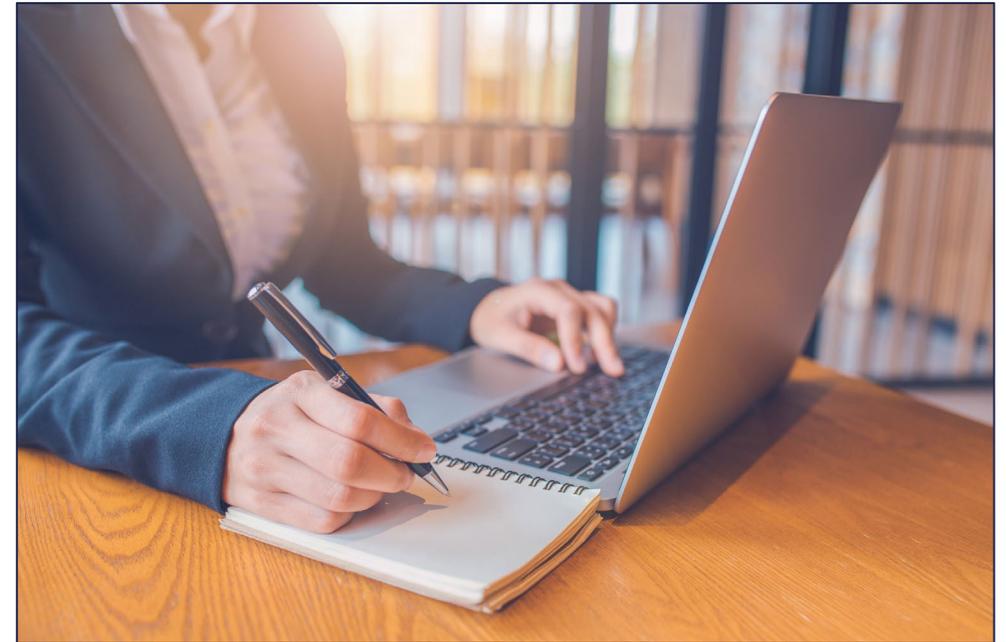
The Worksheet provides guidance on selecting the project service area and using HUD's LMI Summary Mapping Tool to document the data and determine whether the percent of population of Low- or Moderate-Income persons exceeds the required threshold to meet LMA National Objective.

Note: Many communities in New Jersey's MID counties have an exception waiver allowing them to meet the LMA criteria with a LMI population percent lower than 51%. The worksheet includes the exception criteria for NJ communities for the Fiscal Year 2022.

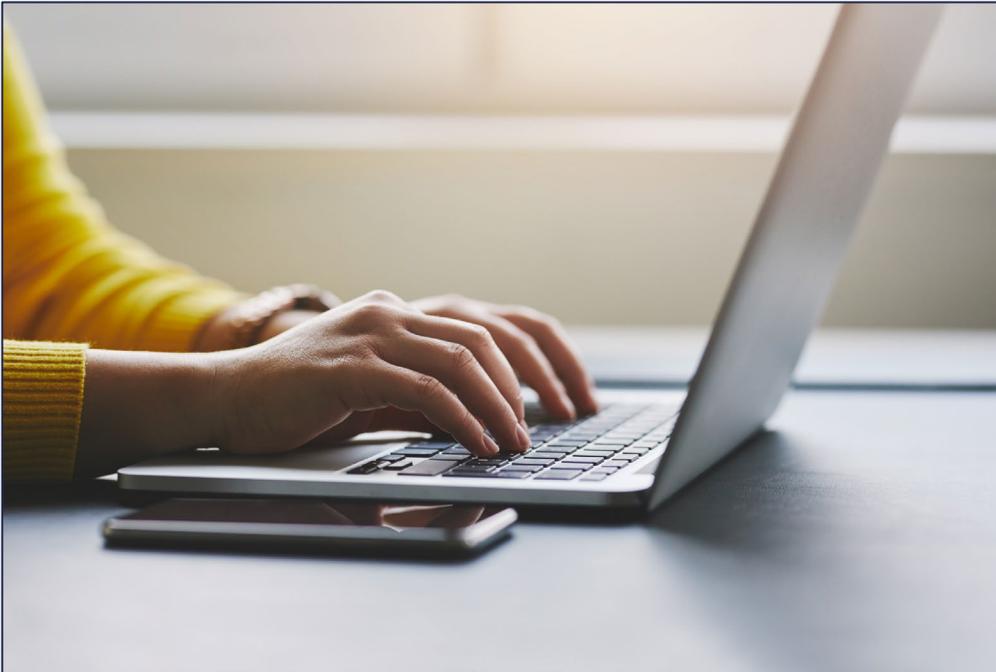
Note: NJ DCA may also consider survey data, if available, to determine an area benefit. Applicants interested in submitting survey data instead of Census data should contact DCA to discuss requirements for gathering and submitting data that meets HUD requirements.

Application Checklist

- ✓ Application Form (Signed and Dated)
- ✓ Map(s) of area benefiting from the project
- ✓ Cost Effectiveness Worksheet
- ✓ Budget Worksheet
- ✓ Implementation Plan
- ✓ Public Notice Compliance documentation
- ✓ SVI Worksheet (if applicable)
- ✓ LMA Worksheet (if using LMA as the National Objective)
- ✓ Supporting documentation from prior planning awards (if applicable)
- ✓ Supporting documentation demonstrating “shovel ready” project (if applicable)



Application Submission



Completed applications must be submitted by December 15, 2023

- ▶ Complete and save each Application Document, including the Application Form, to your computer
- ▶ Review Document Checklist and check all completed documents
- ▶ Save each document as ApplicantName_FormTitle (ex. Smallville_ApplicationForm.pdf)
- ▶ Zip all Application Documents using a ZIP file program
- ▶ Name the ZIP file ApplicantNameRCP (ex. SmallvilleRCP.zip)
- ▶ Attach ZIP file to an email addressed to ResilientCommunities@dca.nj.gov
- ▶ Subject: RCP Application for ApplicantName (ex. RCP Application for Smallville)
- ▶ Applicants will receive confirmation of receipt of the application packet from DCA via email within 7 days of submission.

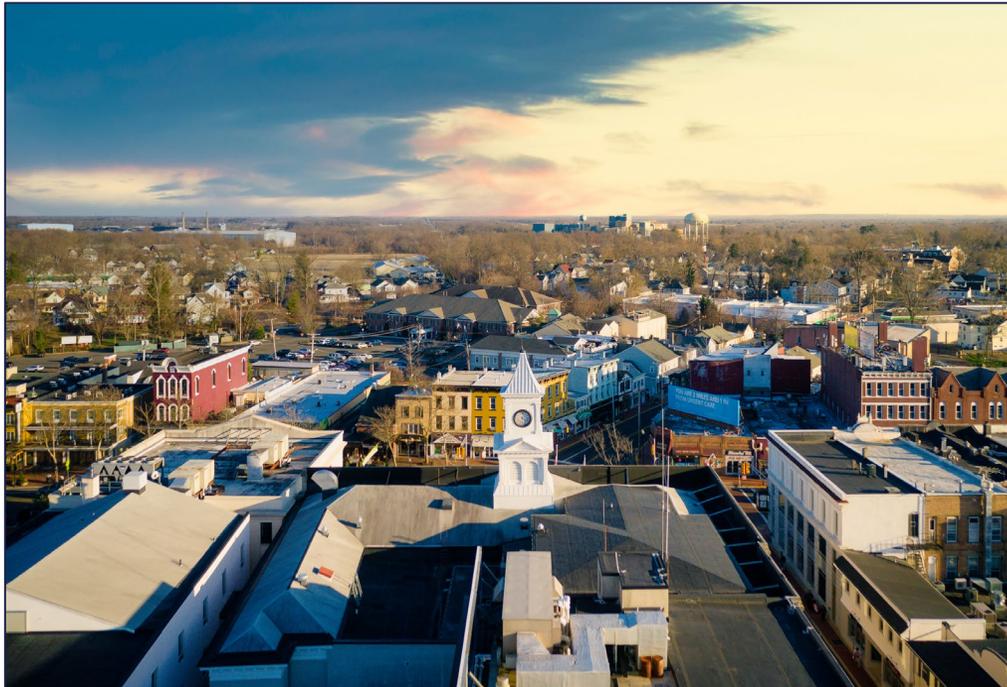
Questions and Technical Assistance

- ▶ Send your questions to ResilientCommunities@dca.nj.gov
- ▶ DCA will offer technical assistance on the application process and requirements through this webinar and respond to questions through email.
- ▶ All questions and responses will be updated and published as a FAQ Document on the Resilient Communities Program Website.
- ▶ Following Selection and Grant Execution, DCA will offer training and ongoing guidance to RCP Subrecipients on Grant Administration, State & Federal Requirements, and Project Implementation.



Application Review and Selection

Threshold Criteria



- ▶ The application is complete and was submitted on time.
- ▶ The application is signed and completed.
- ▶ The applying entity is an eligible city, township, county, special district, or federally recognized tribal government.
- ▶ The applicant's project benefits HUD and/or State-identified MID areas.
- ▶ The applicant meets either the LMI or urgent need national objective requirement.
- ▶ The applicant submitted evidence of compliance with the Public Notice requirement.

Review Process

REVIEW FACTORS AND POINT ALLOCATION

Threshold Review

- ▶ Minimum threshold criteria are met

Technical Review

- ▶ Review panels will generate composite scores of applications on stated technical score criteria (up to 190) to ensure funded projects respond to goals and objectives of the Resilient Communities Program.

Final Selection

- ▶ The panel will recommend funding allocations and amounts to DCA Leadership for approval.
- ▶ Selection will prioritize projects that meet the LMI National Objective to help NJ meet its HUD Overall Benefit Requirement.
- ▶ Projects selected for funding by DCA may be offered all or a portion of the total requested funding.

Request for Information

- ▶ Panel may need clarification from applicant on the application details.
- ▶ During the application review process, applicants are required to respond in a timely manner to any DCA requests for information/materials to complete the evaluation process.
- ▶ Any request for additional information will include a definitive due date for return of the requested information.
- ▶ If the applicant needs an extension, clarification, or assistance, the applicant may make its request within the allotted response timeframe.
- ▶ If an applicant fails to provide the requested information/materials or fails to ask for an extension or assistance, the applicant's response will be closed and disqualified.



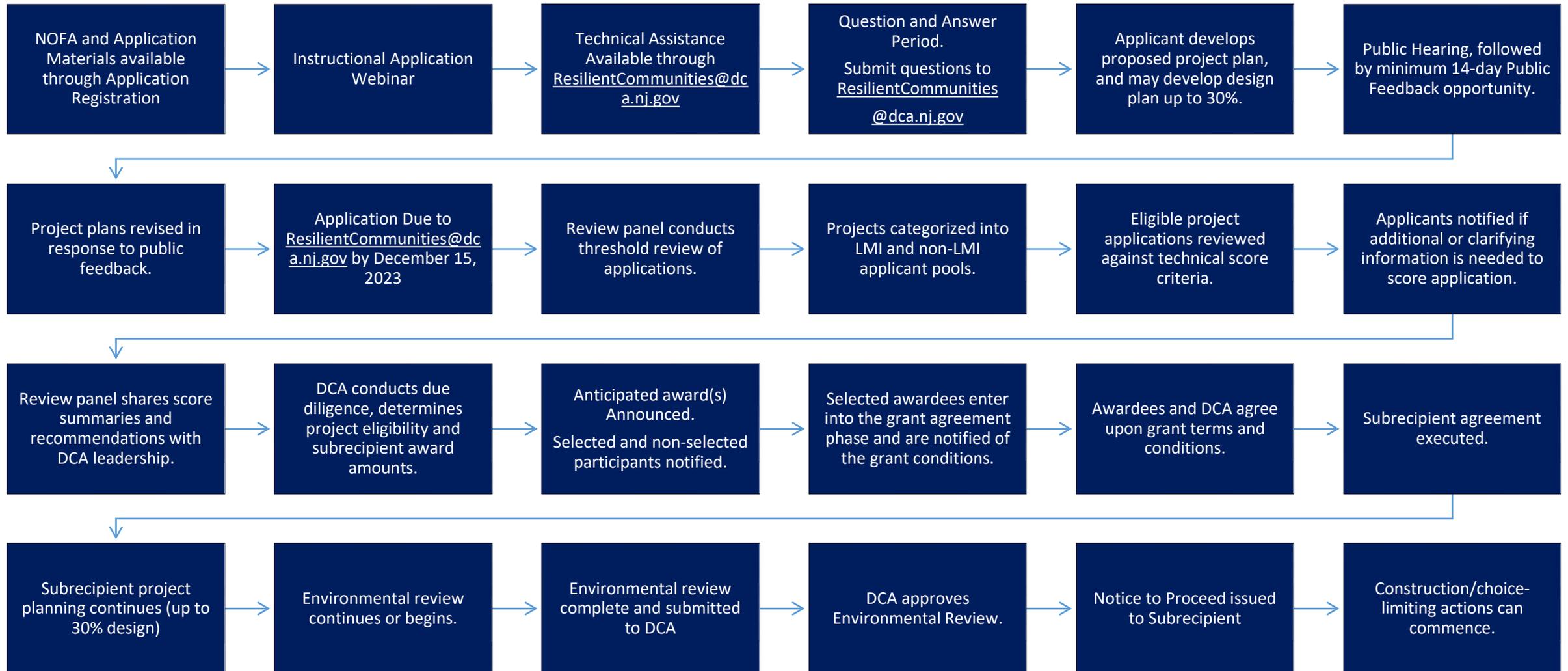
Grant Execution

Award



- ▶ DCA leadership will select and allocate funds to projects based on technical evaluation of scores and program priorities.
- ▶ Once award amounts are determined, DCA will send a Notification of Award to successful applicants, which is a preliminary offer to enter into a grant agreement.
- ▶ Applicants not immediately selected for award will be notified of their status.
- ▶ Awards are not final until both parties execute the grant agreement.

Overview of Program Process



Appeal Process

Appeal activities are processed and reviewed by DCA Reviewed against program policies and requirements Appeals will be Reviewed by three (3) person panel, made up of independent Legal and Regulatory Affairs staff The panel will make a recommendation to the Deputy Commissioner of Disaster Recovery Mitigation (DRM), who will make the final appeal determination.

APPEALS:

- ▶ Applicant's name
- ▶ Address/location of impact area or proposed site
- ▶ Applicant's mailing address
- ▶ Applicant's telephone number
- ▶ Email address
- ▶ The reason(s) the decision or action is being appealed
- ▶ Documentation that supports the request to overturn the decision
- ▶ Application number

**Appeals must be submitted in writing to:
Department of Community Affairs
Division of Disaster Recovery and Mitigation
P.O. Box 823
Trenton, NJ 08625-0800
Attention: Legal**

Grant Agreement

Execution of a grant is contingent upon both parties' agreement on terms and conditions of funding.

- ▶ Project scope
- ▶ Project timeline
- ▶ Budget
- ▶ State and Federal rules and regulations
- ▶ Financial Administration
- ▶ Environmental Review
- ▶ HUD CDBG-DR rules
- ▶ Labor and Civil Rights Standards
- ▶ Monitoring and compliance plans
- ▶ Awards will be considered final only upon receipt of an executed grant agreement between DCA and the Awardee.
- ▶ RCP Projects must be completed within 3 years of grant execution in order to meet HUD timeliness requirements.



Thank you!



Building stronger communities

ADDITIONAL RESOURCES

- ▶ [Resilient Communities Webpage](#)
- ▶ [Resilient Communities Policy Guidelines](#)
- ▶ [Resilient Communities NOFA](#)
- ▶ Email questions: ResilientCommunities@dca.nj.gov
- ▶ Frequently Asked Questions